



CITY OF ATLANTA

INFORMATION TECHNOLOGY SPECIALIST

STARTING SALARY: \$33,845

SALARY GRADE: 15

Applications Accepted From: October 17, 2005 until October 21, 2005

Minimum Job Requirements*

Persons applying must have all of the following to qualify: Bachelor's degree in Computer Science, Information Systems or a related field and 1 year of computer operations/technology experience. Equivalent combinations of training and experience will be determined under prescribed guidelines. However, training and experience will not be substituted for the required HS diploma or GED.

Duties of the Job:

This employee will perform computer hardware and software installation, maintenance, and troubleshooting. Duties include, but are not limited to: solving computer hardware and software problems; maintaining information technology systems; assisting in the formulation and preparation of computer programs used for performance measurements; working with hardware and software vendors to solve technical problems; participating in the quality assurance review of all new system development activities; providing training and technical assistance to departmental employees involved in operation of information technology systems; writing operations maintenance programs; writing operational procedures manuals; and performing additional tasks as assigned.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of applications.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107, Atlanta, GA. 30303-0306.

Phone: (404) 330-6369

www.atlantaga.gov

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, HIGHLY QUALIFIED.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

*Verification required prior to appointment.